

The background is a deep blue gradient. On the left side, there is a stylized representation of a globe with several white puzzle pieces. One puzzle piece is missing, and a black puzzle piece is being placed into the gap. A bright blue beam of light emanates from the right side, shining across the globe and illuminating the puzzle pieces. The overall theme suggests global connectivity, problem-solving, and technology.

Truancy Prevention & Tracking with IC

Troy Brock, DPP – Paducah Independent Schools

SS1203-KY



Essential Questions

- How do I set up Infinite Campus on the back-end to prepare users to track truancy data?
- How do I input the information needed to track attendance/truancy problems?
- How do I report out information that will help me make decisions regarding attendance/truancy issues?

System Administration > Behavior > Event Types

Year: 09-10 School: All Schools Calendar

Index Search Help

- Ad Hoc Reporting
- User Communication
- System Administration
 - Assessment
 - Attendance
 - Behavior
 - Event Types**
 - Resolution Types
 - Calendar
 - Census
 - Counseling
 - Custom
 - Data Interchange
 - Data Utilities

Event Types

New

Behavior Event Type Editor

Code	Name	Category	Alignment	Demerit
25A	Possession/Use/Sale of Weapon		Discipline	0
08	Profanity/Vulgarity		Discipline	0
10	Rude / Disrespectful	Minor	Discipline	0
27	Severe Aggressive/Dangerous Behavior		Discipline	0
20	Sexual Misconduct (Major)		Discipline	0
18	Sexual Misconduct (Minor)		Discipline	0
01	Single Class Tardiness (Between Classes)		Discipline	0
16	Theft / Extortion		Discipline	0
03	Truancy (Multiple Class)		Discipline	0
02	Truancy (Single Class)		Discipline	0
16a	Vandalism	Serious	Discipline	0

System Administration > Behavior > Resolution Types

Index Search Help

- Scheduling
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- Medicaid
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 - Census

Resolution Types

New

Behavior Resolution Type Editor

Code	Name	Category	Alignment	Demerits
S1	Step 1 Truancy-Letter	Involved	Discipline	0
S2	Step 2 Truancy-Parent Contact	Involved	Discipline	0
S3	Step 3 Truancy-Final Notice from DPP	Intense	Discipline	0
TR1	Truancy Filed Against Student with CDW	Intense	Discipline	0
TR1a	Truancy Filed Against Student with CA	Intense	Discipline	0
TR2	Educational Neglect Filed Against Parent	Intense	Discipline	0
SSP3	Out of School Suspension	Intense	Discipline	0
SSP4	Alternative Placement	Involved	Discipline	0
SSP5	Corporal Punishment	Intense	Discipline	0
SSP6	Law Only	Intense	Discipline	0
TR1	Truancy Filed Against Student with CDW	Intense	Discipline	0

System Administration > Student > Programs

Year 09-10 School KDE High School

Index Search Help

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 - [-] Fees
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 - [-] Health
 - [-] Lockers
 - [-] Medicaid
 - [-] Messenger
 - [-] PLP
 - [-] Preferences
 - [-] Resources
 - [-] School Choice
 - [-] Special Ed
 - [-] Student
 - [-] Enrollment Cleanup
 - [-] Enrollment End Batch
 - [-] Enrollment Roll Forward
 - [-] Programs
 - [-] Program Participation
 - [-] Program Status

Programs

Save Delete New

Name	Code	Flag
College Day	College	
Court	Court	
DCBS	DCBS	
Diversion	Diversion	
Dress Code Violation	Dress	
Drives	Drives	
Drug Testing Consent	DTC	
Final Notice	FN	
Legal	leg	
Medical	Med	
No Pass No Drive	NPND	
Parent Notes	PN	
SE	SE	
Technology Infraction	Tech	
Too Ill To Attend/Medical Proof	TITA	
Transportation	trn	
Truancy Disposition	TR	

Program Detail

*Name
Truancy Disposition

Code
TR

Description

Flagged ☒ State Reported ☐ Contact ☐ POS Display ☐

Flag Image
lock

Enter Medical Programs in Student Health Conditions



Optional Behavior Referral

- Census > All People > District Assignment
 - Behavior Admin Checkbox activated?
- Does your attendance clerk or referring staff have rights to Behavior Referral?
- Once event is created, truancy referral is available in the Process Inbox



Attendance Committees & TDP

- High School utilizes attendance committee comprised of:
 - DPP, FRYSC, CDW, Attendance Clerk, Counselors, Principals
- Middle School utilizes TDP program (Truancy Diversion Program)

<http://courts.ky.gov/stateprograms/truancydiversion/>



What are the truancy steps?

- Step 1 – Parent is sent a letter informing them of the 2nd unexcused absence and/or unexcused tardy
- Step 2 – Parent is invited to conference with an administrator at the 4th unexcused absence and/or unexcused tardy. Home visit from FRYSC if needed
- Step 3 – Parent receives final notice from the DPP (certified mail or home visit)
- Step 4 – Complaint filed with CDW or CA

Who's ready for truancy step 1, 2, 3, 4?

- Attendance > Reports > Day Count KY

The screenshot shows a web-based application for generating attendance reports. At the top, there are dropdown menus for 'Year' (set to 09-10) and 'School' (set to KDE High School). Below these are tabs for 'Index', 'Search', and 'Help'. A left-hand navigation pane lists various system functions, with 'Reports' expanded to show 'Day Count KY' as the selected option. The main content area is titled 'Attendance Day Count Report' and includes a descriptive paragraph: 'This report calculates attendance based off Kentucky's customized attendance calculation, and filters the totals based on the report options below.' The form contains several sections: 'Which students would you like to include in the report?' with radio buttons for 'Grade' (selected) and 'Ad Hoc Filter', and a grade selection list (14, 96, 09, 10, 11); 'Active Students' with a checked checkbox and a label 'Only'; date fields for 'Start Date' and 'End Date'; filters for 'Having at least' and 'Having at most' days of absence; 'Attendance Options' with radio buttons for 'Unexcused', 'Excused', and 'Both' (selected); 'Suspended Options' with radio buttons for 'Include Suspension Days' (selected) and 'Exclude Suspension Days'; and 'Sort Options' with radio buttons for 'Name' (selected), 'Grade & Name', and 'Absent Days'. A 'Generate Report' button is located at the bottom right of the form.

Year: 09-10 School: KDE High School

Attendance Day Count Report

This report calculates attendance based off Kentucky's customized attendance calculation, and filters the totals based on the report options below.

Which students would you like to include in the report?

☒ Grade ☐ Ad Hoc Filter

Grade: 14, 96, 09, 10, 11

☒ Active Students Only

Start Date: End Date:

Having at least: days of Absence

Having at most: days of Absence

Attendance Options: ☐ Unexcused ☐ Excused ☒ Both

Suspended Options: ☒ Include Suspension Days ☐ Exclude Suspension Days

Sort Options: ☒ Name ☐ Grade & Name ☐ Absent Days

Putting The Data In Infinite Campus

- Student Information > General > Behavior Tab (Each Step is a New Event)

The screenshot displays the Infinite Campus software interface. On the left is a navigation menu with tabs for Index, Search, and Help. Under the Index tab, a tree view shows categories like Troy Brock, Student Information, General (selected), Counseling, Grad Planner, Health, Medicaid, PLP, Special Ed, Student Locator, Reports, Instruction, Census, and Behavior. The main area on the right is titled 'ALFORD, TIFFANY M' with details: Grade:09 #5366 DOB:01/09/1995 Gender:F. Below this are several functional buttons: Fees, Lockers, Graduation, Athletics, AdH, Title 1 Services, ESS, Attendance Group, TEDS, LEI, Summary, Enrollments, Schedule, and Attenda. A row of buttons includes Print Calendar, Print Year, and New Event. The 'Behavior' section is expanded, showing a tree view for '09-10 KNOX CENTRAL HIGH (1 Events)', which contains a folder for 'Truancy - 12/08/2009'. This folder contains an entry for 'ALFORD, TIFFANY - Offender', which in turn contains a document icon for 'Truancy Step 1 - 12/08/2009'.

How Do I Make Sure We Don't Duplicate Effort?

- Behavior > Reports > Resolution Report

The screenshot shows a web application interface for generating a Behavior Resolution Report. On the left is a navigation menu with categories like Instruction, Census, Behavior, Reports, and Health. The 'Resolution' option under 'Reports' is selected. The main content area is titled 'Behavior Resolution Report' and contains a description of the report's purpose. Below this, there are several configuration sections: 'Which students would you like to include in the report?' with radio buttons for 'Grade' (selected) and 'Ad Hoc Filter', a date picker for 'Enrollment Effective Date' set to 12/08/2009, a 'Report Type' section with radio buttons for 'Summary' and 'Detail' (selected), 'Resolution Date Options' with date pickers for 'Start Date' and 'End Date', 'Event Entries' with input fields for 'At Least' and 'At Most', and 'Sort Options' with a dropdown menu set to 'grade & name'.

Index Search Help

- + Instruction
- + Census
- Behavior
 - Behavior Letter Wizard
 - Behavior Messenger
 - Behavior Messenger S
 - Behavior Referral
- Reports
 - Event
 - Resolution**
- + Health
- + Attendance
- + Scheduling
- + Grading & Standards
- + Medicaid
- + Ad Hoc Reporting
- + User Communication
- + System Administration
- Food Service
 - Eligibility Import Wizard
 - Eligibility Update Wizard
- + FRAM
- + Reports
- + Eligibility
- Messenger
 - Staff Messenger

Behavior Resolution Report

This report lists event, resolution and student information. The summary format prints the statistic of events, resolutions. The detail format prints the student.

Which students would you like to include in the report?

☒ Grade
09
10
11
12

☐ Ad Hoc Filter

Enrollment Effective Date

Report Type ☐ Summary ☒ Detail

Resolution Date Options

Start Date on or after on or before

End Date on or after on or before

Event Entries At Least At Most

Sort Options

How Do I Make Sure We Don't Duplicate Effort?

- Behavior > Reports > Resolution Report

The screenshot shows a software interface for generating a Resolution Report. The left sidebar contains a tree view with the following items:

- Index
- Search
- Help
- Instruction
- Census
- Behavior
 - Behavior Letter Wizard
 - Behavior Messenger
 - Behavior Messenger S
 - Behavior Referral
- Reports
 - Event
 - Resolution
- Health
- Attendance
- Scheduling
- Grading & Standards
- Medicaid
- Ad Hoc Reporting
- User Communication
- System Administration
- Food Service
 - Eligibility Import Wizard
 - Eligibility Update Wizard
- FRAM
- Reports
 - Eligibility
- Messenger
 - Staff Messenger
 - Message Builder
 - Message Designer
 - Sent Messages
- Reports
- Surveys
- KY State Reporting
 - Edit Reports

The main area displays a grid of checkboxes for various behavioral interventions:

DETENTION		
<input type="checkbox"/> Bus Suspension Full	<input type="checkbox"/> Bus Suspension One Way	<input type="checkbox"/> CONFERENCE W/PARENT
<input type="checkbox"/> CONFERENCE WITH STUD	<input type="checkbox"/> Constructive Assignment	<input type="checkbox"/> Corporal Punishment(SSP5)
<input type="checkbox"/> Detention	<input type="checkbox"/> Expelled, Not Receiving Services(SSP2)	<input type="checkbox"/> Expelled, Receiving Services(SSP1)
<input type="checkbox"/> IN-HOUSE SUSPENSION	<input type="checkbox"/> ISAP	<input type="checkbox"/> Law Only(SSP6)
<input type="checkbox"/> Letter Sent	<input type="checkbox"/> LUNCH DETENTION	<input type="checkbox"/> Office Time Out
<input type="checkbox"/> OTHER	<input type="checkbox"/> OUT OF SCHOOL SUSP(ssp3)	<input type="checkbox"/> Out of School Suspension(SSP3)
<input type="checkbox"/> PARENT CONFERENCE	<input type="checkbox"/> PARENT NOTE LETTER	<input type="checkbox"/> Parent/Guardian Conference
<input type="checkbox"/> Peer Conflict Mediation	<input type="checkbox"/> Phone Call	<input type="checkbox"/> Refer to YSC/FRYSC
<input type="checkbox"/> REFERRAL FOR COUNSEL	<input type="checkbox"/> REMOVAL EXTRACURRIC	<input type="checkbox"/> SAFE SCHOOL
<input type="checkbox"/> SATURDAY SCHOOL	<input type="checkbox"/> School Restitution	<input type="checkbox"/> STOP
<input type="checkbox"/> Suspended (SUS)	<input type="checkbox"/> SUSPENDED FROM BUS	<input type="checkbox"/> Team Time Out
<input checked="" type="checkbox"/> Truancy Against 18 year old with CA(A6)	<input checked="" type="checkbox"/> Truancy Ed Neglect Against Parent with CA(A5)	<input checked="" type="checkbox"/> Truancy Filed Against Student with CDW(A4)
<input checked="" type="checkbox"/> Truancy Step 1(A1)	<input checked="" type="checkbox"/> Truancy Step 2(A2)	<input checked="" type="checkbox"/> Truancy Step 3 (Final Notice)(A3)
<input type="checkbox"/> Verbal Reprimand	<input type="checkbox"/> WARNING	<input type="checkbox"/> Written Agreement Plan

Generate Report

Tracking Final Notices & Court Dispositions

- Student Information > General > Programs Tab

The screenshot displays the 'Programs' tab in a software application. At the top, there are navigation tabs: Summary, Enrollments, Schedule, Attendance, Programs (selected), Grades, and Transcript. Below these are buttons for Save, Delete, and New. A note states: 'Program Participation Editor Note: one curriculum program allowed per student'.

Program	Start Date	End Date	User Warning
Final Notice - DPP	12/08/2009	12/08/2010	Student given final notice on 12/08/09

Below the table is a section titled 'Program Participation Detail' for the selected program 'Final Notice - DPP'. It includes a warning icon and text: 'This program is flagged.' The form contains the following fields:

- *Program:** Final Notice - DPP (dropdown menu)
- *Start Date:** 12/08/2009 (calendar icon)
- End Date:** 12/08/2010 (calendar icon)
- Eligibility Start Date:** (empty field with calendar icon)
- Eligibility End Date:** (empty field with calendar icon)
- User Warning:** Student given final notice on 12/08/09 (text area)
- Participation Details:** (empty text area)
- Description:** (empty text area)



Contact Me

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